

Draft Closeout Procedures for Manual Accounts

- MAJCOMs review justifications for manual accounts
- User ensures all assets are dispositioned (check 23-110)
- User ensures all outstanding orders/shipments are cleared or redirected (check 23-110)
- User ensures all bills are cleared
- MAJCOM closes account
- MAJCOM notifies AFMC LSO/LOT account was closed
- LSO/LOT will delete account after 1yr